

The Right Career, Right Here
A DRUG-FREE WORKPLACE

Monterey County Invites applications for

Business Technology Analyst II

\$5,003 – \$6,833/monthly

Plus Excellent Benefits

FINAL FILING DATE: Tuesday, February 2, 2010 by 5:00 P.M.

Exam #10/16C87/01JL

THE DEPARTMENT The Monterey County Assessor's Office determines the value of taxable property in the County and assesses it to the person owning, claiming, possessing or controlling the property.

THE POSITION **Business Technology Analyst II** is the journey-level class in the Business Technology Analyst series. Under general direction, incumbents identify and define opportunities and strategies to use information technology to simplify integrate and improve County departmental business and administrative processes; analyzes departmental business needs and problems in relation to office automation applications, services, and products; and does other work as required. The eligible list established from this recruitment may be utilized to fill future vacancies throughout the County.

SIGNIFICANT DUTIES:

- Develops new methods, procedures and approaches to maximize departmental information systems efficiency and customer service.
- Plans for the effective and efficient acquisition, administration, operation, use, maintenance, technical support, and ultimate disposition of Departmental information systems in conformance with adopted County information technology principles, policies, strategies and technical architecture directions; answers user questions and provides one-on-one instruction; writes procedures for user manuals and technical manuals; and works with Information Technology to ensure systems and programs meet the highest standards of internal controls and fraud prevention.
- Evaluates and/or participates in the evaluation of technology products and solutions; recommends appropriate information systems solutions.
- Performs and/or coordinates analysis of departmental information systems to ensure applicability with current operating standards, County policies, and legal requirements.
- Coordinates and produces informational reports.
- Consults with vendors and/or Information Technology Department for technical support.

EXAMPLES OF EXPERIENCE & EDUCATION:

The knowledge, skills and abilities listed above may be acquired through various types of experience, education, or training, typically:

Education: Completion of all coursework leading to a Bachelor's degree in Business or Public Administration, Computer Science, Office Automation or closely related field.

AND

Experience: Two years of experience analyzing business processes and information systems.

**MINIMUM
QUALIFICATIONS**

Working Knowledge of: The uses and limitations of micro, mini and mainframe computer applications; principles and methods of automated records systems management; principles and techniques of automated information entry, storage and retrieval; principles of systems and procedures analysis; principles and practices of business and/or public administration; principles and techniques of project analysis; County adopted information technology principles, policies, strategies and technical architecture statements of direction; knowledge of the business processes and computer hardware/software of the department to which assigned.

Skill and Ability to: Communicate with departmental personnel not familiar with data processing and translate their needs into automated office system requirements; analyze basic business problems and develop office automation methodologies; effectively present technical information; develop a solid understanding of departmental business processes and technology requirements; read and interpret a variety of technical manuals and instructions designed for automated applications; prioritize and meet project timelines; communicate effectively both orally and in writing including writing clear, concise and detailed instructions, procedures and reports; establish and maintain effective working relationships; exercise good judgment, decisiveness and creativity; consistently apply the Monterey County values of respect, innovation, customer service and honesty.

**PHYSICAL &
SENSORY
REQUIREMENTS**

- Repetitive arm, hand, finger, and wrist motion; coordinated, skillful movements of fingers, hands and arms to operate a computer keyboard.
- See well enough; hear and speak sufficient; and physical dexterity to function in a typical office environment.
- Mobility and dexterity to operate a motor vehicle to transport self, others or equipment.

WHAT WE OFFER:

Benefits include: Vacation leave accrual rate of 12 days per year, increasing with length of service to 25 days per year; Sick leave accrual rate of 10 days per year; flexible benefit allowance for medical, dental, vision insurance and optional benefits; life insurance; and the County pays the employer and employee CalPERS retirement contributions.

This information is intended to provide you with a general summary of benefits available and is not legally binding. For additional information on benefits, please visit our web site at www.co.monterey.ca.us/personnel and view the J Unit Benefit Summary Sheet.

REQUIRED MATERIALS AND SELECTION PROCEDURES

TO APPLY: Submit a completed Monterey County Employment Application, response to Supplemental Questions and resume (optional). The Final Filing Date is **5:00 p.m., Tuesday, February 2, 2010** (Postmarks and faxes **NOT** accepted). Resumes will be accepted in addition to, but not in lieu of, the required application materials. Application materials may be obtained from and submitted to:

Darryel Mickens, Human Resources
Technician
168 West Alisal Street, 1st Floor
Salinas, CA 93902
Phone (831) 755-5851

OR

Monterey County Human
Resources
168 West Alisal Street, 3rd Floor
Salinas, CA 93902
Phone (831) 755-5115

Apply On-Line at www.co.monterey.ca.us/personnel

The selection process is tentative and applicants will be notified if changes are made. Application materials will be competitively evaluated. Those applicants who are determined to be the most appropriately qualified will be invited to participate further in the process. To further assess applicant's possession of required qualifications, this examination may include an oral examination, pre-exam exercise, performance exam and/or written examination. If you have any questions, please call Darryel Mickens at (831)755-5851.

Special Note: If you believe you possess a disability that would require test accommodation, please call the Human Resources Department at (831) 755-5851. In accordance with the Immigration Reform and Control Act of 1986, employment of persons hired by Monterey County is contingent upon acceptable documentation verifying identity and authorization for employment in the United States. If you are hired into this classification, as a condition of your employment, you will have 30 days to join the union and authorize a union dues deduction or a salary deduction of appropriate fees. If you are hired into this classification in a temporary position, your salary will be hourly and you will not be eligible for the benefits listed on this flyer.

24-Hour Job Information Line
(831) 755-5126 (from Salinas) (831) 647-7726 (from Monterey area)

Monterey County is an Equal Opportunity Employer

Monterey County
SUPPLEMENTAL QUESTIONS
Business Technology Analyst II
Exam #10/16C87/01JL

Instructions:

Responses to these Supplemental Questions must be submitted with your application materials. Invitations to participate further in the process will be based on an evaluation of your application, the responses to these questions, and your resume (optional). Applications received without a Supplemental Questions Response will **not** be considered. A resume, letter, application, etc. will **not** be accepted as a substitute for a response to these questions.

Failure to provide a **complete** response to any of these required questions will eliminate you from further consideration.

Please number your responses and address each question separately. Include your name and the title of the position for which you are applying at the top of each page submitted.

1. Please describe your experience, training and/or education that demonstrate your ability to apply your working knowledge of the principles and methods of automated records systems management. Include examples of issues you have addressed, recommended solutions and outcomes.
2. Please describe your experience, training and/or education that demonstrates your ability to operate, maintain and provide technical assistance for Microsoft Windows based personal computer systems. Include the types of systems and your level of responsibility.
3. Please describe your ability to communicate effectively both orally and in writing in the following areas:
 - Writing clear, concise and detailed instructions, procedures and reports.
 - Communicating technical and/or complex information to departmental personnel.



County of Monterey
Finance & Public Defender Departments
Human Resources Division
P. O. Box 570
Salinas, CA 93902